

AMENDED
City of Stevens Point
REGULAR COUNCIL MEETING

Council Chambers
County-City Building

February 18, 2013
7:00 P.M.

1. Roll Call.
2. Salute to the Flag and Mayor's opening remarks.
3. Consideration and possible action of the minutes of the Common Council meeting of January 21, 2013.
4. *Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.
5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Consideration and Possible Action on the Following:

6. Community Development Department's 2012 Annual Report.
7. Minutes and actions of the Plan Commission meeting of February 4, 2013.
8. Minutes and actions of the Public Protection Committee meeting of February 11, 2013.
9. Minutes and actions of the Finance Committee meeting of February 11, 2013.
10. Minutes and actions of the Board of Public Works meeting of February 11, 2013.
11. WisDOT State / Municipal Agreement – regarding design and fees associated with the I39/North Reserve Street Project.
12. Minutes and actions of the Personnel meeting of February 11, 2013.
13. Minutes and actions of the Board of Water & Sewerage Commissioners meeting of February 11, 2013.
- * 14. Authorization to submit RFPs, and to award a qualifications based contract to an engineering firm to assist the Wastewater Dept. in submitting a Focus on Energy grant for biogas and energy efficiency improvements.
15. Minutes and actions of the Police and Fire Commission meeting of February 5, 2013 and the Special Police and Fire Commission meeting of January 22, 2013.

16. Minutes and actions of the Board of Park Commissioners meeting of February 6, 2013.
17. Minutes and actions of the Transportation Commission meeting of January 24, 2013.
18. Statutory Monthly Financial Report of the Comptroller-Treasurer.
19. Adjourn into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of deliberating and developing a negotiation strategy for the purchase of a public property, namely the Emerson School site from the School District.
20. Adjournment.

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, "Persons who wish to address the mayor and council on non-agenda items." Individuals should not expect to engage in discussion with members of the City Council and City staff.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.



**Community Development
Department
Annual Report
2012**

Presented by: Michael Ostrowski, Director

The Community Development Department promotes a safe, diverse, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents and visitors. The Community Development Department is broken in five different divisions:

1. Economic Development
2. Planning and Zoning
3. Historic Preservation
4. Permits and Inspections
5. Property Maintenance

Several major projects and activities occurred in 2012, including, but not limited to, the demolition/redevelopment of the CenterPoint MarketPlace, the start of construction of the Marshfield Clinic, construction of the Municipal Transit Center, over \$45,000,000 in construction value, starting the rewrite of the City's Zoning Code, receiving a Site Assessment Grant, the implementation of the Façade Improvement Grant Program, and the implementation of Geographical Information Systems (GIS).

This report will outline the major projects and activities that occurred in 2012 with respect to each division.

Economic Development

There were several significant projects that were completed or began within the Department during 2012. Summaries of those projects have been provided below.

- 1. Demolition of CenterPoint MarketPlace / Construction of Third Street / Relocation of MSTC**
Throughout 2012, the CenterPoint MarketPlace Redevelopment Project continued. A major portion of the former mall was demolished, which paved the way for the re-establishment of Third Street, to connect Main Street and Centerpoint Drive. In addition, Mid-State Technical College started the renovation of the former JCPenney's wing of the mall to become the new home of Mid-State Technical College. The project is anticipated to continue throughout 2013, and the proposed occupancy date for MSTC is January 2014.



Former CenterPoint MarketPlace



Former CenterPoint MarketPlace (MSTC)

Proposed MSTC Renderings – Images obtained from: <http://www.mstc.edu/relocation/index.htm>.

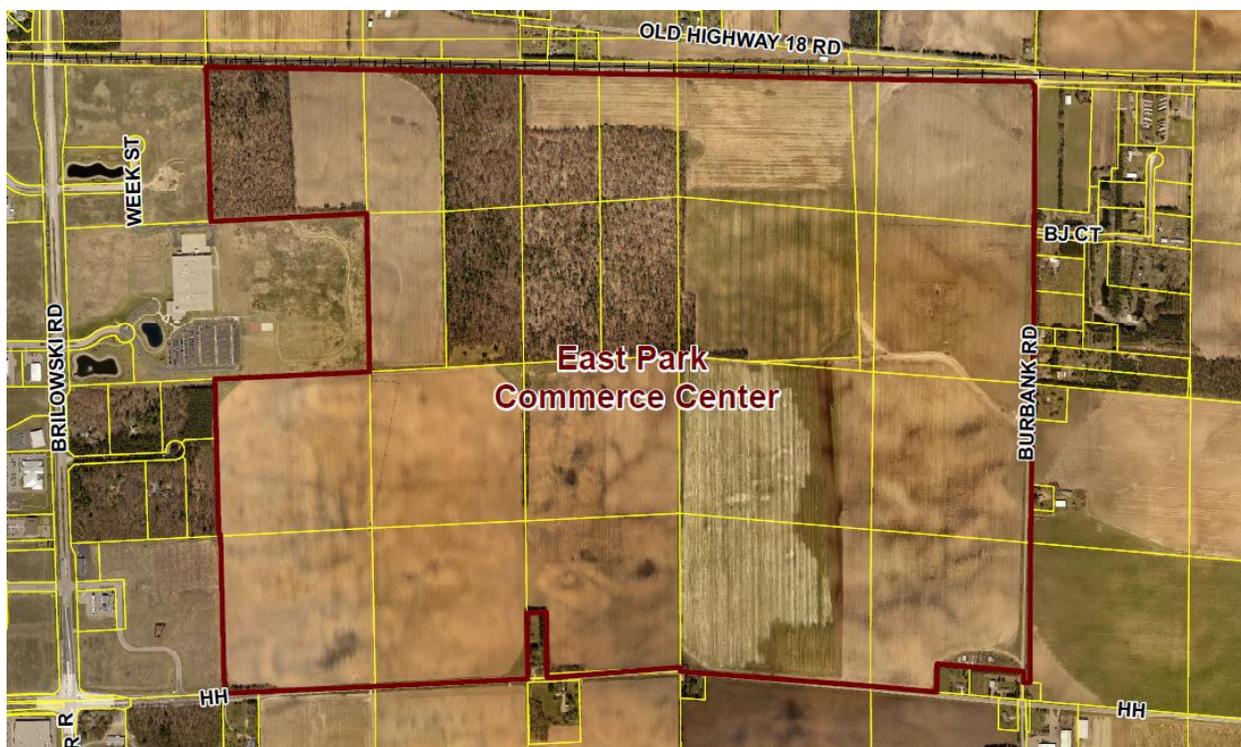


2. Wisconsin Economic Development Corporation (WEDC) Certified Sites Program:

In 2012, the City annexed 762 acres east of the City for the creation of a new industrial park. Along with this annexation, an application was submitted to WEDC for inclusion into the Certified Sites Program. While the site has not yet been certified, staff hopes certification will come during mid-year 2013. Two issues prevented the site from being certified last year, a small diesel spill, which has already been cleaned up, and additional testing needed for endangered species review. That testing is set to take place during the spring/summer of 2013. If certified, the site will be the single largest certified site in the State of Wisconsin.

More information about the program can be found at the following website:

<http://inwisconsin.com/site-certification/>.



3. Grants:

CDBG Small Cities Housing Program: Staff applied for and received a grant in the amount of \$550,000 from the DOA – Division on Housing. Grant funds are used to make loans to low- to moderate-income households for improvements to their homes. There is approximately \$115,000 in funds left available.

WEDC Site Assessment Grant: Staff applied for and received a grant in the amount of \$34,500 for site assessment activities related to the environmental contamination at the former CenterPoint MarketPlace site.

EPA Community-Wide Brownfield Assessment Grant: Staff attended workshops and seminars to write a thorough grant application for \$200,000 Hazardous Substance and \$200,000 Petroleum assessment funds. If awarded funds, a committee would be established to rank potential brownfield sites throughout the City to receive Phase 1 and Phase 2 site assessments. Notification of awards will be done in 2013.

4. Wisconsin Economic Development Corporation (WEDC) Locate In Wisconsin:

Staff has worked with realtors and other economic development organizations to upload and manage a commercial property database. This database allows businesses, entrepreneurs, and others to access one site for all of their informational needs relating to available commercial properties. Staff continues to keep the database current.

5. Central Wisconsin Economic Development Fund, Inc. (CWED):

The CWED program was promoted to lenders throughout the area in order to spark development. Staff also worked with the organization to expand operations with additional counties and create an executive director position, under the guidance of the WEDC. Father Fats Public House is an example of a business that has accessed the loan program.

6. Business Retention and Expansion Survey:

The City worked with Portage County, the Village of Plover, and the Portage County Business Council to create and distribute a business retention and expansion survey to area businesses. Tabulated data was used and will continue to be use by the City to provide a basis for moving forward with economic development activities and identifying which aspects and needs are most important to existing businesses.

7. Business Retention, Expansion, and Attraction:

Staff has assisted businesses in finding suitable locations to locate, or relocate. Furthermore, work was performed with developers to identify suitable property to redevelop or build, utilizing several new programs such as Geographical Information Systems (GIS) and Pictometry. The table below represents several businesses that have located, relocated, or expanded within the City during 2012. The list is not comprehensive.

Table 1: New, Expanded, or Relocated Business

Business	Address	Activity
Bucks N' Bulls Archery	3260-74 Church Street	New Business
Central Orthodontic Specialists	3317 Stanley Street	Relocated
Copps Market	1500 Pine Crest	Relocated
Courtesy Motors	5441 Hwy 10 E	Expanded
Dermatology Associates of Wisconsin	5510-A Vern Holms Drive	New Business
Enterprise	5509 Hwy 10 East	Relocated
Father Fats Public House	945 Clark Street	New Business
Girls in Pearls Boutique	1016 Main Street	New Business
Heavy Metal Firearms	2190 Strongs	New Business
Heritage Pub and Jade Co. Stamp &	929 Main Street	New Business

Hobby		
Ki-Mobility	4848 Industrial Park	Expanded
Kwik Trip	1600 Maria Drive	Relocated
Marshfield Clinic	4100 Highway 66	New Business/ Relocated/Expanded
McDonalds	127 Division Street	Rebuild
Midwest Dental	2201 Division Street	Relocated
Ministry Health Clinic	3500 Hoover Road	New Business
Napa Distribution	5101 Coye Drive	Expanded

8. **Geographical Information Systems (GIS):** GIS was purchased by the Department mid-year and is used daily by staff. It allows staff to create maps for developers and businesses, identifying utilities, roads, property lines, etc. Furthermore, it aids in providing visuals to the Plan Commission and the Common Council. GIS will eventually be used to maintain our zoning map, as well as others such as TIF Districts and historic districts. In addition, the software will allow us to run analysis on several different aspects relating to community development.

9. **Website:** With the addition of an Associate Planner/Economic Development Specialist, our department website was revamped. Economic Development has been split from Community Development in order to provide users with easier access to information. Additionally, staff has provided updated applications, ordinances, and property information, as well as other information related to departmental activities.

PLANNING AND ZONING

Planning requests have been outlined in the below table:

TABLE 2: Planning Request Summary

Request	2011	2012
Annexations	2	2
Conditional Use Permits / Amendments	26	30
Land / Street Vacation	4	1
Ordinance Amendments	10	12
Re-zonings	8	4
Sign Variances / Requests	0	7
Site Plan / Landscaping / Parking Review	8	1
Variances /Administrative Appeals	1	0
TOTAL	59	57

The Department received roughly the same amount of planning and zoning requests as it did in 2011.

- 1. Zoning Code Rewrite:** A sub committee was formed to tackle the rewrite of the City’s 1979 Zoning Code. The sub committee meets the second and fourth Tuesday of each month. Sections 1-5 were reviewed, along with several key elements and standards that apply to the entire code. Staff has created and presented material regularly to provide ease and understanding to the public and committee members. In addition, a dedicated website has been established for the project: <http://stevenspoint.com/index.aspx?NID=206>. The process will also include workshops or public informational meetings. Adoption of the final Zoning / Development Code is anticipated for 2014.
- 2. Public Housing Study:** In cooperation with the Community Development Authority of the City of Stevens Point, a request for proposal was submitted for the creation of a Public Housing Study. The Study was completed in August and provided the City with great demographic and socio-economic data.
- 3. University Partnership:** Staff has reached out to the university to not only build on a partnership, but also utilize a unique group set here within our community, students. Students within planning fields have assisted the City by creating design proposals for the former Lullabye site. These proposals help to identify the potential and capabilities of the site, while achieving several community needs. A partnership with the university is anticipated to continue through the collaboration of classroom planning projects and engagement of planning interns.

Historic Preservation

Three businesses accessed the new Façade Improvement Grant Program. This program helps fund up to \$30,000 for façade improvements, together with an equal private match. The following projects received funding in 2012:

Total Project Funds	\$300,000
Awarded Funds	\$35,048
Available Funds	\$264,952

TABLE 3: Façade Improvement Grant Program Summary

Business	Address	Funds Approved
Specialized Computers	832 Main Street	\$16,425
Ideal Custom Frames & Gifts	1040 Main Street	\$6,767
The Wooden Chair	1059 Main Street	\$11,856
	TOTAL	\$35,048

Ideal Custom Frames & Gifts and The Wooden Chair completed their projects in 2012, while Specialized Computers anticipates completion in 2013.

Ideal Custom Frames & Gifts



BEFORE



AFTER

Wooden Chair - 1059 Main Street



BEFORE



AFTER

Design Review Guidelines:

In 2012, the Design Review / Historic Preservation Commission along with staff made draft changes to the City's Design Review Guidelines. This document provides guidelines for exterior changes to structures within the Design Review District. It is anticipated that the final changes will be in front of the Plan Commission and Common Council in 2013.

PERMITS & INSPECTIONS

Below is a table that outlines building permits issued in 2012, along with a detailed table of new commercial construction. Photos of new commercial buildings/properties have also been provided.

TABLE 4: Residential and Commercial Permits

Permits	2011			2012		
	Issued	Total Value	Total Fees	Issued	Total Value	Total Fees
Commercial New or Addition	14	\$14,409,479	\$21,230	16	\$34,670,451	\$58,858
Commercial	147	\$2,726,853	\$26,813	187	\$6,059,088	\$61,769
Residential New Single-Family Home	13	\$2,426,963	\$9,750	9	\$1,463,610	\$9,000
Residential	599	\$3,634,961	\$29,008	527	\$3,120,124	\$29,636
TOTAL	773	\$23,198,256	\$86,803	739	\$45,313,723	\$159,263
% Inc. or Dec. from Prior Year				-4.40%	95.33%	83.48%

While the percentage of permits issued fell by 4.40%, the total construction value increased by over 95% from 2011. The \$45,313,723 in total construction value was the second highest year that has ever been recorded for the City of Stevens Point. The only year that was higher was 1991, when the value for the mill was \$110,000,000 by itself. In addition, with the higher construction value, total fees increased 83.48% over 2011, for a total of \$159,263.

TABLE 5: 2012 New Commercial Construction Detail

Project	Address	Construction Value	Size (sq. ft.)	Permit/Date of Construction	Completed
Kwik Trip Store w/ car wash	1600 Maria Dr.	\$1,780,000	7,506	3/1/2012	Yes
Copps Grocery Store	1500 Pinecrest Ave.	\$5,697,478	69,972	3/8/2012	Yes
New Municipal Transit Facility	2700 Week St.	\$4,443,500	35,070	5/1/2012	No
McDonalds	127 N Division St.	\$864,000	4,330	5/10/2012	Yes
Napa addition to existing distribution center	5101 Coye Dr.	\$3,034,000	25,110	6/8/2012	No
Central Orthodontic Specialists	3333 Stanley St.	\$1,077,942	7,484	8/6/2012	No
Ministry Medical Building	3500 Hoover Rd.	\$2,998,000	15,176	8/20/2012	No
Klasinski Clinic Addition to Medical Building	500 Vincent St.	\$576,472	3,950	11/13/2012	No
Marshfield Clinic Facility	4100 Highway 66	\$12,069,744	62,086	11/19/2012	No



Kwik Trip - 1600 Maria Dr.



Copps Grocery Store - 1500 Pinecrest Ave.



Municipal Transit Facility - 2700 Week St.



McDonalds - 127 N Division St.



Napa Distribution - 5101 Coye Dr.



Central Orthodontic Specialists - 3333 Stanley St.



Ministry Medical Building - 3500 Hoover Rd.



Klasinski Clinic - 500 Vincent St.



Marshfield Clinic - 4100 Highway 66

PROPERTY MAINTENANCE

In 2012, 923 orders were issued with a corresponding \$35,845 in service fees charged.

TABLE 6: 2012 Inspection Orders, Violations, and Complaints

Exterior Property Area Complaints		
*Multiple Exterior Property Violations	52	\$ 4,150.00
*Other Exterior Property Violations	11	\$ 1,100.00
Accumulation of Rubbish or Garbage	61	\$ 2,600.00
Grass or Weeds	54	\$ 1,250.00
Improper Parking of Vehicles	78	\$ 3,090.00
Improper Storage of Refuse or Refuse Carts	14	\$ 1,600.00
Refuse or Refuse Carts on Curb	123	\$ 3,205.00
Snow and Ice	97	\$ 2,650.00
Storage of Household Items Outside	19	\$ 725.00
Unlicensed or Inoperable Vehicles	6	\$ 225.00
Unsanitary Conditions	1	\$ 25.00
Exterior Structure Complaints		
*Multiple Exterior Structure Violations	10	\$ 700.00
*Other Exterior Structure Violations	21	\$ 3,625.00
Broken or Missing Windows	2	\$ 0.00
Defective Protective Treatment	30	\$ 1,125.00
Missing or Defective Handrails/Guards	5	\$ 50.00
Interior Structure Complaints		
*Multiple Interior Structure Violations	1	\$ 0.00
*Other Interior Structure Violations	6	\$ 75.00
Multiple Violations		
Multiple Property Violations	43	\$ 4,575.00
Other Violations		
*Other Property Violations	37	\$ 900.00
Expired Multiple-Family License	6	\$ 150.00
Improper Occupancy: Multi-Family Dwelling	2	\$ 0.00
Improper Occupancy: Residential Dwelling	9	\$ 75.00
Noise	178	\$ 3,675.00
Work without Permit	57	\$ 275.00
Totals	923	\$ 35,845.00

If you should have any questions or concerns with what was outlined in the report or require information pertaining to an above item please contact the Community Development Department.

Community Development Department

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Phone: 715-346-1567



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

Date: 2/4/2013
 I.D.: 1166-08-02
 Road Name: IH 39
 Title: Plainfield – Stevens Point
 Subtitle: Reserve Street Bridge B-49-31, 39
 County: Portage
 Roadway Length: 0.35 miles

The signatory city of Stevens Point, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: This agreement is for the IH 39 bridges over Reserve Street in the city of Stevens Point. The bridges are voided slab span bridges that were build in 1969. These bridges can no longer be repaired, and have reached the end of their design life.

Proposed Improvement - Nature of work: It is proposed to a design an improvement project to replace the existing bridges with new bridges. The project will include construction on Reserve Street, and a multi-use path along Reserve Street, both under the bridges.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: N/A

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering (1166-08-02):	\$ 290,000.00	\$ 270,000.00	BAL	\$ 20,000.00	LS
Total Cost Distribution	\$ 290,000	\$ 270,000		\$ 20,000	

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the city of Stevens Point (please sign in blue ink)		
Name (print)	Title	Date
Signature		
Signed for and in behalf of the State (please sign in blue ink)		
Name Brian Gaber	Title WisDOT North Central Region Planning Chief	Date
Signature		

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.

7. The work will be administered by the State and may include items not eligible for federal/state participation.
8. The Municipality shall at its own cost and expense:
 - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) The Municipality will maintain the storm sewer in conjunction with this improvement project at their own expense. This maintenance will include the following items:
 1. Street Sweeping Program: Sweeping operations should be scheduled at least twice per year (once in April and once in November) to help prevent the accumulation of dirt, sand, leaves, paper, or other clogging debris. Damage to curb and gutter areas that could affect the efficiency of flow should be reported to the State.
 2. Spring Cleaning and Inspection of Inlets, Catch Basins, Manholes, Pipes and Outfalls: The overall desire is to maintain a free flow condition throughout the life of the facility. Vacuum equipment is recommended for cleaning inlets, catch basins, and manholes. Clean the inlets and outlets of pipes and outfall areas from blockages due to weed growth, siltation, debris from the roadway or slope and activity of animals. It may be necessary to flush using large quantities of clean water. Replace broken or malfunctioning castings, grates or covers. During the spring cleaning and inspections; perform routine mortar repairs such as tuck pointing and plastering to the inlets, catch basins, and manholes; document and report any non-routine maintenance required to the storm system. Report these findings to the State.
 - (d) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the lighting system.
 - (e) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (f) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (g) Maintain all Community Sensitive Solutions and/or enhancement funded items.
 - (h) Coordinate with the State on changes to highway access within the project limits.
 - (i) In cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (j) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).
9. Basis for local participation:
 - (a) Preliminary Engineering (1166-08-02): In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for all costs associated with preliminary design, which are necessitated for the project. The Municipality has asked that project include reconstruction of

Reserve Street south of the normal touchdown point (south from west Sentry driveway) and north of the normal touchdown point (from Eagle Summit north towards Du Bay Avenue). The state estimates the increase in design costs to be \$20,000. The municipality agrees to pay a lump sum of \$20,000 and the state agrees to pay the balance.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



STEVENS POINT
WATER
AND
SEWERAGE
DEPARTMENTS

February 15, 2013

Common Council and Mayor Halverson,

Very recently Focus on Energy issued a request for proposals for the “Business Programs: Renewable Energy Competitive Incentive Program.” This RFP focuses on the implementation of renewable energy systems. Our interest in this RFP will be specifically focused on the bio-gas portion.

The recent release of this document has resulted in a timeline that has not allowed us to take this action through the Water and Sewerage Commission, which is why we are requesting action directly from the Common Council. Approval on this item will allow us to select an engineer to assist with the grant application in time to submit the application to Focus on Energy on March 8th.

The grant, if awarded, could cover between 10 and 40 percent of the project cost, with a maximum award of \$500,000. Some of the project components we will consider during the application process are:

- A high-strength waste receiving station
- Methane gas storage
- Upgrades to mixing in two digesters
- Fuel dispensing equipment for the use of methane in municipal equipment.

An RFP will be sent out for assistance on this grant application. Upon selection of the engineering firm, we request the ability to approve a contract with the successful firm. Staff estimates that this contract will not exceed \$6,500.

Thank you for your consideration,

Joel Lemke
Director – Public Utilities and Transportation

cc: Water and Sewerage Commissioners

COMPTROLLER-TREASURER REPORT
for the period ending December 31, 2012

	Bal Dec. 1, 2012	Receipts	Disbursements	Bal Dec.31, 2012
GENERAL OPERATING CASH	\$1,458,898.95	\$13,167,298.20	\$8,859,250.82	\$5,766,946.33
WATER & SEWER (CASH & INVEST)	\$7,912,455.84	\$1,310,911.30	\$1,561,523.76	\$7,661,843.38

INVESTMENTS	Bal Dec. 1, 2012	TRANSFER IN	TRANSFER OUT	Bal. Dec. 31, 2012
GENERAL	\$13,114,284.95	\$8,148,043.48	\$1,000,000.00	\$20,262,328.43
SPECIAL REVENUE	\$701,306.84	\$3,276.12	\$0.00	\$704,582.96
DEBT SERVICE	\$106,941.76	\$5.49	\$89,117.00	\$17,830.25
CAPITAL PROJECTS	\$11,713,738.34	\$25,769.59	\$22,085.00	\$11,717,422.93
ENTERPRISE	\$1,035,618.62	\$95,488.67	\$225,655.00	\$905,452.29
TRUST	\$87,520.89	<u>\$570.10</u>	<u>\$0.00</u>	\$88,090.99
TOTALS	<u>\$26,759,411.40</u>	<u>\$8,273,153.45</u>	<u>\$1,336,857.00</u>	<u>\$33,695,707.85</u>

EXPENDITURES:	BUDGET	YTD	%	REVENUES	BUDGET	YTD	%
GENERAL GOVT	\$2,601,128.20	\$2,441,967.38	93.88%	GENERAL	\$21,937,007.00	\$22,885,213.67	104.32%
EMERGENCY GOVT	\$1,133,797.00	\$1,132,018.37	99.84%	TRANSIT	\$2,193,539.00	\$2,142,377.16	97.67%
POLICE	\$4,859,458.00	\$4,860,744.38	100.03%	AIRPORT	\$469,183.00	\$501,541.78	106.90%
FIRE	\$4,794,475.00	\$4,442,912.71	92.67%				
PUBLIC WORKS	\$5,791,871.00	\$5,680,813.39	98.08%				
PARK & REC	\$2,260,870.00	\$2,267,287.14	100.28%				
CAPITAL PROJECTS	\$459,108.00	\$394,780.35	85.99%				
TRANSIT	\$2,193,539.00	\$5,741,438.70	261.74% *				
AIRPORT	\$469,183.00	\$613,951.84	130.86% **				
DEBT SERVICE	\$4,475,293.00	\$4,347,249.53	97.14%				

* transit shows over budget as transit facility is expensed within the Transit fund
 ** Airport expenses related to fuel purchases
 *** year to date totals subject to eoY and audit adjustments

